



FULL GOVERNING BODY MINUTES – PART 1

03 February 2016

10.00 – 2.00pm, Bidwell Brook School, The Loft

Attendees	Initials	
Saxon Spence	SS	LA
Jill Grainger	JG	Co-opted
Fen Yee Teng	FYT	Parent
Kay Rosier	KR	Co-opted
Daisy Binnie	DJ	Staff
Catherine Monger	CM	Co-opted
Tony Johnson	TJ	Foundation
Kate Mythen	KM	Co-opted
Lesley Williams	LW	Clerk
Carolyn Purslow	CP	SLT
Lynne Williams	LyW	SLT (Finance)

Agenda	Led By
1. Welcome & Apologies	JT
2. Register of Business Interests	JT
3. Minutes of last meeting	JT
4. Matters arising	All
5. GB Housekeeping	JT
6. Policies	JT/All
7. HR Contract	LyW/JW
8. SIP Report	All
9. Development & Innovation Plan	All
10. Governor Monitoring	JT
11. Ofsted	JT/All
12. CBT committee meeting	JT
13. T&L committee meeting	KM
14. SENTient	JW
15. SHAD	JW
16. Learn to Live	JW/CP
17. Training	All
18. ICS/Virgin Care	JW
19. Student Council	CP
20. AOB	JW

Apologies	Initials	
Ernie Wingeatt	EW	Co-opted
Deb Norman-Pawley	DNP	Co-opted
Karen Osborn	KO	Co-opted

Additional Documents used/referred to at the meeting:

- *Minutes from FGB 1st December 2015*
- *Terms of Reference for Full governors, First Committee, Appeals Committee*
- *Portfolio Roles Document*
- *New Instrument of Government*
- *Policy review Schedule*
- *Finance Policy & Federation Table of Delegation*
- *Budget Monitoring Policy*
- *SIP report*
- *Development & Innovation Plan Document*
- *Virgin Care/ICS letter*

 23.3.16

MINUTES

Ref	Item	Agreed/Action
1	WELCOME AND APOLOGIES	
1.1	The Chair officially welcomed everyone and apologies were formally accepted from DNP, EW, KO.	
2	REGISTER OF BUSINESS	
2.1	CP confirmed her interest as a director of 19-25 community company. TJ declared his interest of running a family support business.	
3	APPROVE MINUTES OF 1 December 2015	<u>AGREED:</u> Minutes from 1 st December agreed by all, subject to the amendments made.
3.1	14.4 SS asked for the minutes to reflect that she did attend the full Prevent training. Under point 4, governors pointed out that 'PP Data' should be written as 'Pupil Premium data' in the first instance. Minutes from the Full Governors meeting held on 1 December 2015 were then approved by all Governors as an accurate record. Chair amended the minutes as above, then signed and passed to clerk to file and put on website.	<u>ACTION:</u> LW to file & put on websites
4	MATTERS ARISING FROM MINUTES of 1 DECEMBER 2015	<u>ACTION:</u> JT to write letter to Tariq on behalf of the governors to thank him for his report. LW to draft letter.
4.1	<i>KM & FYT joined meeting at 10.09am</i> Governors discussed the minutes (circulated before the meeting) and the following were noted: <ul style="list-style-type: none"> 6.1 JG informed governors that she has met with Pam Long, but still needs to discuss how pupil premium relates to ET and BB. 6.6 KM confirmed that she will be copied in on any minutes from Esafety meetings. 9. SS asked to record the governors' appreciation of Tariq's 'beautification report' and that the CBT committee could monitor progress on this. 7.1 DB will liaise with LW about which policies could be helpful to families. JW suggested selecting a few policies and pairing them down to simplify them, perhaps with symbols, to make them accessible to all parents. 7.3 Reviewing Policies - Governors briefly discussed policies, concluding to adopt as many as possible on a rolling basis at committee meetings, rather than having a separate policy meeting. 11.2 Skills audit- This is currently incomplete and all governors need to complete so that the GB can assess what skills they currently have/need. 12. SS informed governors that she has been attending parent teacher association, but feels that JG would be best placed to become the official link. Governors noted the chair of ET parents group forum has set up a separate closed facebook page. CM asked <i>how do we manage this?</i> JW confirmed that anyone can setup a page, but they do not have the right to be representative of the school if we can not monitor this. JT shared with governors that the café at parents evening was an informal way to meet parents. KM asked <i>whether any parent feedback re. café?</i> and JW confirmed that had a little feedback- all positive. 	<u>ACTION:</u> DB to discuss parent policies with LW. <u>AGREED:</u> Policies to be dealt with in committee meetings where possible, rather than have separate policy morning <u>ACTION:</u> LW to forward skills audit as is to all governors, and then governors to complete the skills audit checklist and forward to the clerk <u>AGREED:</u> All governors agreed for JG to become link governor to parents.
5	Governing Body Structure	<u>ACTION:</u> LW to contact AD re. welcome meeting with JT & JW
5.1	<u>Adopt Terms of Reference for FG , First Committee, Appeals Committee</u> JT confirmed that we have a new BB parent governor Adele Thomas and	

	<p>will be arranging to meet with her soon. Governors noted that she is a teacher at Ratcliffe School.</p> <p>Governors read through the terms of reference (circulated before meeting) agreeing that there were some discrepancies, such as should read 'Teaching & Learning Committee,' which safeguarding and Learn to live would sit underneath, and 'data reporting in the autumn term' should read as 'reporting termly'. All agreed the terms needed to be looked at in more detail before signing off. Also, new parent governor will need to added in.</p>	<p>ACTION: All governors to forward comments on ToR to LW by Wednesday 17th Feb (2 weeks), so the terms can be amended and then officially agreed at next FGB.</p>
5.2	<p><u>Governor Portfolio Roles</u></p> <p>Governors discussed the portfolio document (circulated before the meeting) and agreed the following:</p> <ul style="list-style-type: none"> • KO to come off safeguarding, CM to do safeguarding. • CM to come off Learn to Live. • SS to temporarily assist KO with HR <p>JG asked for clarification on her role as 'learn to live' portfolio governor? In discussions with CP, it was suggested that it might be helpful for JG to attend either Learn to Live facilitator training, or come to a Learn to Live conference to understand more. JW confirmed that a facilitator would facilitate the 'person centred review.'</p> <p>JT advised governors that DNP meets regularly with DOL to discuss any H&S issues at ET. TJ agreed to contact DOL to discuss BB H&S/Property issues.</p> <p>Governors briefly discussed the portfolio roles, concluding that:</p> <ul style="list-style-type: none"> - CBT committee could sort out the remaining vacancies, but noted the importance of having a website portfolio governor, to have an overview of the website statutory requirements, as well as all the governors looking at the website in their own portfolio areas. - JT advised governors that Ofsted had stated that governors need to 'sell themselves more,' on the website. <p>Governors discussed ways of 'selling themselves' more, agreeing that portfolios were only acceptable if everyone had one, but instead, perhaps have a termly update from the Chair on the governor website page, to keep all advised of what is going on with governors, and perhaps spotlighting a different governor each time?</p>	<p>ACTION: TJ to contact DL re. meet to discuss H&S update at BB</p> <p>ACTION: ALL governors to have a look at the website in their portfolio role area.</p> <p>ACTION: LW to add 'portfolio vacancies' to next CBT committee agenda</p> <p>ACTION: JT & KM to liaise about writing termly 'chairs update' for the website.</p>
5.3	<p><u>New GB Reconstitution</u></p> <p>Clerk distributed copied of the new Instrument of government, confirming reconstitution. TJ proposes to accept this, DB second this – all governors vote and unanimously accepted.</p>	<p>AGREED: New Instrument of Government officially accepted following reconstitution</p>
5.4	<p><u>Signing Business Interests Forms</u></p> <p>CM and TJ duly signed the register of business forms and passed to clerk for filing.</p>	
6	<p>Policies</p>	
6.1	<p>Governors viewed Policy review Schedule (circulated before the meeting) and agreed to review policies in committees wherever possible.</p>	<p>AGREED: All governors approved Finance policy and Fed table of delegation</p>
6.2	<p><u>Finance Policy & Federation Table of Delegation</u></p> <p>Governors noted that FYT has checked this policy, after amendments from SLT. Governors noted that all references to 'Executive Committee' have been replaced with 'CBT committee'. All governors happy to adopt finance policy as presented.</p>	<p>ACTION: LW to update review schedule, records and make policy available on staff area of L2L Fed website</p>

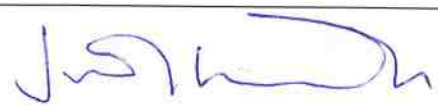


6.3	<p><u>Budget Monitoring Policy</u></p> <p>Governors noted that FYT has checked this policy, after amendments from SLT. Governors noted that all references to 'Executive Committee' have been replaced with 'CBT committee'. All governors happy to adopt finance policy as presented.</p>	<p><u>AGREED:</u> All governors approved Budget Monitoring policy</p> <p><u>ACTION:</u> LW to update review schedule, records and make policy available on staff area of L2L Fed website</p>
7 7.1	<p>HR Contract</p> <p><i>11.25 LyW joins the meeting</i></p> <p><u>Michelmores Proposal</u></p> <p>LyW updated governors on proposal to replace HR One contract and governors noted the following:</p> <ul style="list-style-type: none"> • All SENTient schools have been looking at options of replacing HR One, due to inconsistency service. • 3 companies were invited to SHAD Bursers group last June to tender; Brown Jacobsons, HR Fitzgerald and Michelmores. • Michelmores & Brown Jacobson were more favourable, due to their level of knowledge. • Brown Jacobson presented at SWALLS, but were v expensive, whilst Michelmores were very keen to work with the SENTient schools and made a good offer at a keen price. • If all 10 schools subscribed, Michelmores would charge £150 per month as a retainer fee. If 8 or less schools subscribed, the charge would be £200 a month. • This monthly charge would cover HR support to the deadline of 2 hours of advice time, so should be adequate for week to week queries. Above this time, Michelmores would charge pay as you go rate, eg. Day rate- £560 - £1100 a day. • Other schools using Michelmores have been contacted, and although it would be expensive to cover a complicated case, all replied that it was an expense worth paying for, whole process takes less time, is reliable and quick. • JW confirmed that the Federation have an automatic service with the county solicitor and this would not change. Michelmores would then liaise with the county solicitor rather than HR One. <p>Governors asked <i>whether HR one have been asked to pitch?</i> LyW confirmed No. Gobs questioned <i>how much are we currently paying to subscribe to HR one?</i> LyW confirmed BB paid £2,200 last year and that Michelmores would cost roughly the same. The difference being, that HR One charge £70 per hour, Michelmores would be more expensive. JW confirmed that although Brown Jacobson was the federation's preferred choice, SENTient wanted to go with Michemores, and collectively, all SENTient schools would get a better deal.</p> <p>Governors questioned <i>who would the contract be with if we went in with all SENTient schools?</i> JW confirmed the contract would be with individual schools, but pricing will be favourable if all schools go in collectively.</p> <p>All governors discussed, unanimously agreeing to support proposal to go with Michemores for one year.</p> <p><i>11.45 LyW leaves the meeting</i></p>	<p><u>AGREED:</u> All governors agreed to support proposal to use Michemores for HR advice for period of one year.</p> <p><u>ACTION:</u> LW to add 'HR proposal' to CBT agenda, so that this progress can be monitored.</p>
8	<p>SIP Report</p> <p>Governors viewed the SIP report (circulated with the agenda), reviewed the recommended actions and noted the following:</p> <ul style="list-style-type: none"> • SIP visits each year in November, Jan, May. AS BB Ofsted could 	<p><u>ACTION:</u> JW to check whether SWALLS Conference would offer daily rate.</p>



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	<p>be next year, potential SIP visit in January 2017 to review governance.</p> <ul style="list-style-type: none"> • Governor Training discussed. SWALLS conference on 13/14 May at Grand Hotel in Torquay for special schools governors. JG, KM, DB would like to attend, with possibly SS and JT each for one day. JW confirmed not all details finalised yet, but if 4 governor places were bought, they could have 2 free SLT places. Governors noted that the costs to governors would come of the governor training budget. • JT confirmed that currently looking into reviewing clerk's hours re. new federation structure. Currently ongoing, as further discussions to be had with CW & JW. • Governor Induction – SIP has sent clerk lots of induction packs from other schools, for information. Governors discussed induction, with DB asking <i>whether governor induction, eg. Safeguarding, could be integrated into staff training?</i> Governors agreed there would only be a few issues where this could be possible. Clerk to liaise with DB about this. • Governors discussed the possibility of a governor development programme. JW suggested having a look at national training college, as could take some of the governance training qualification and weave them into developing a governor development programme. Governors agreed that ongoing and will continue to learn and reflect on practice. • Governance attendance – SIP commented on attendance and JT suggests that governors look at this in more detail at another date. SS mentioned that do not have any associate members – perhaps this is something the GB could look at in light of attendance. <p>JT asked governors for a mentor governor for new parent governor Adele Thomas. FYT and CM agreed to do this and suggested doing visits at both schools.</p> <ul style="list-style-type: none"> • Governor Paperwork – governors need to be clearer about how evidence of monitoring is documented. Governors discussed, noting that evidence is recorded in the minutes, but needs to be noted on the development plan. All concluded that could add extra column to the SDIP document (governors development and innovation plan) to list where evidence came from ie. discussion with SLT, to write the colour on the document rather than using the colour, and enlarge the date- so all governors could ensure they were using the most update version of the document. 	<p>ACTION: LW to liaise with DB re. discussing governor/staff induction</p> <p>ACTION: JT to discuss clerk's hours with CW & JW.</p> <p>ACTION: LW to add 'attendance' and 'Associate members' to next FGB agenda.</p> <p>ACTION: LW to pass AD details onto FYT and CM to liaise re. meeting up.</p> <p>ACTION: LW to change colours in document SDIP to written colour names, enlarge date, and add additional column for recording evidence.</p>
9	<p>Development & Innovation plan As discussed above. Governors agreed that both committees to monitor this document. JW confirmed that the heads report would give evidence.</p>	<p>AGREED: Governors to work on SDIP in committees.</p>
10	<p>Governor Monitoring KM asked for all governors to let each other know who is going into school for monitoring, and when, so all governors are kept informed. Governors briefly discussed monitoring, agreeing for the committees to focus/discuss this, looking to convert the 'ambers' in the SDIP by end of Spring term.</p>	<p>ACTION: LW to put 'Monitor SDIP' on both committee agendas</p>



11	<p>Ofsted JW distributed copies of the Ofsted draft letter that had just arrived to all governors. The importance of confidentiality was stressed as the report must not be made known until publication by Ofsted. <i>The meeting moved to Part 2</i></p> <p>All copies of the Ofsted draft letter were returned to JW.</p>	
12	<p>CBT Committee Meeting No questions were raised from the CBT minutes. SS advised that the governors should formally accept the Bodley House proposal. Governors noted that JW meeting with Matt Redmond tomorrow afternoon to discuss possible Bidwell options.</p>	<p>AGREED: All governors agreed to formally endorse the business plan for Bodley House</p>
13	<p>T&L Committee Meeting Governors viewed the minutes from the T&L committee meeting (circulated before this meeting) and asked the following questions:</p> <ul style="list-style-type: none"> • Is the £100K DCC money? JW confirmed that this allocation of money will go via. NPS (the DCC provider of Property Services). JW advised governors that would need 5 additional pupils to cover the running costs of Bodley, so there will be enough income from additional pupils. Governors noted that school is currently exploring options for some students being on different sites, but this can not be finalised and parents informed, until Bodley is confirmed. • What is the bursary and do all pupils receive this? JW confirmed that it is the 16-19 bursary and that pupils have to apply for this. • Why was the T&L committee discussing WB@W? JW confirmed that WB@W are moving to a company called IMASS and that an urgent decision had to be made by governors by 1st February. • Under 7.1 do we have 2 x Yr15 students? JW confirmed this is a one-off arrangement for two young men as nothing else meets their needs. School can meet their needs for one year, and 19-25 will hopefully pick up on them from there. They do not count in the school numbers. 	
14	<p>SENTient No further meetings and no further updates</p>	
15	<p>SHAD No further update</p>	
16	<p>Learn to Live JW confirmed that 'Christmas Cracked it' document has gone out to all families, but so far only a little verbal feedback, which was all good.</p>	
17	<p>Training JT reminded all governors about the governor training courses and to speak with LW if they wish to book. JT mentioned safer recruitment training, and governors noted there was an online course that could perhaps be done as part of a governor meeting and then have a discussion afterwards. Safer recruitment training is also offered by Babcock. All governors to have a look at training and contact the clerk re. this.</p>	<p>ACTION: ALL governors to contact LW if they wish to attend any training courses.</p> <p>ACTION: Clerk to add 'safer recruitment online training' to FG agenda</p>
18	<p>Additional Item: ICS/Virgin Care Letter CM asked <i>whether governors need to take any action regarding the ICS services letter that had been circulated to governors?</i> JW confirmed that there is a period of consultation going on at the moment, as Virgin Care contact is up in a year. Governors noted that SHAD are reviewing this situation, and that governor intervention is not required at this</p>	



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	time.	
19.	Additional Item: Student Council BB student council has requested a link governor. Governor noted that KM is doing this at ET and would be happy to do the same at BB.	<u>AGREED:</u> KM confirmed as link governor for BB student council
20.	AOB JW advised governors that another class would be opening at ET after Easter, in the Conference Room.	<i>Meeting closed at 2pm</i>



